



## Project Management Information System

PDT Refresher training website

Team 75

### Members:

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# Project Summary

## Edinburgh Napier University Personal Development Tutor Training Website

### Dates

Sponsor Appointed	Project Authorized	Project Closed
20/01/2020	16/01/2020	

### Purpose

Goal / Outcome	<p>To build an interactive, easy-to-use training website for tutors at Edinburgh Napier University, who have taken on the role of a Personal Development Tutor.</p> <p>This website will provide:</p> <ul style="list-style-type: none"><li>• Resources to the PDTs</li><li>• Content highlighting the responsibilities of a PDT</li><li>• Issues surrounding the safeguarding of PDTs and their students</li><li>• PDT Toolkit</li><li>• PDT Guidance Documents</li><li>• PDT Video</li><li>• PDT Survey</li></ul>
Main product	An interactive, easy-to-use training website for Edinburgh Napier PDTs.
High-level Requirements	<p>Requirements Analysis – Gathering details on the contents to be included in the new system. This will be conducted via focus group interviews with Edinburgh Napier students.</p> <p>PDT training website – A visually appealing, easy-to-use, engaging and interactive website that will include:</p> <ul style="list-style-type: none"><li>• Content gathered from requirements analysis</li></ul>

	<ul style="list-style-type: none"> <li>• Content Management System + Admin Portal for the client to be able to update the system's content</li> <li>• Database to manage registered user accounts &amp; multiple-choice survey questions and answers</li> </ul> <p>PDT User Study Report – A report conducted with PDTs from different schools, which will evaluate the user experience and effectiveness of the training website.</p>
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## Targets

Duration	10 Weeks
Budget	Non-Applicable

## Major Risks

### Risk of data loss

Possible causes of this risk could be USB/hard drive corruption, extraction of external storage devices without safe removal or possible hardware malfunctions. The best solution to avoid this problem would be to backup every file created to several different hard drives or possibly cloud storage.

### Risk of team members being sick

It is quite possible for one or several team members to be off with some type of illness. The best solutions to this problem could be to track all currently required tasks through the use of a Kanban board and split up an ill team member's current tasks amongst the remaining team members, and for ill team members to submit their work daily to cloud storage.

### Risk of hardware failure

A possible solution to this problem could be for each team member to conduct a monthly check-up to ensure that their hardware is functioning correctly & inform the rest of the team. Another possible solution to this problem is to use the equipment provided at Edinburgh Napier University.

### Risk of software failure

A possible solution to this problem could be to ensure that each of the software packages used is currently up-to-date. Another solution is to ensure that each team member has a type of anti-virus software installed to protect against virus attacks.

## Roles

Sponsor	Christos Chrystoulas
Consultants	Non-Applicable
Project Manager	Fraser Yuill
PM Support(s)	Jamie Kearney
Team Manager(s)	
UI/UX Developer	Jamie Kearney
Developer	Liam Duff
Developer	Sean Mullen
Security Director	Jake Johnston
UX Developer	Fraser Yuill
Lead Developer	Marcin Kazmierkiewicz
Supplier PM(s)	Non-Applicable

## Business Case

### Edinburgh Napier University Personal Development Tutor Training Website

## Business Purpose for doing the project

This project piqued our interest due to the concerns expressed by staff and students at Edinburgh Napier University in a recent evaluation of the current Personal Development Tutor (PDT) system, stating that the PDT system has not been consistently delivered across the University. For example, staff have stated that there was insufficient support for Personal Development Tutors, and that it was unclear how to respond or direct students to appropriate services. These concerns have drawn us to this project with the

goal of improving usability, increasing interaction & ultimately assisting lecturers in better understanding the responsibilities of being a Personal Development Tutor.

## Expected Benefits

There are certain expected benefits to our client if our group were able to complete this project:

- The client would receive a new, cost efficient, interactive and engaging PDT system.
- PDTs would have easier access to information and material
- PDTs would be able to conduct the refresher training in their own time
- PDTs will be better trained to handle student situations and either assist them or be able to direct them to appropriate services, thereby, improving students' experience at Edinburgh Napier University

## Expected Dis-Benefits

There are certain expected dis-benefits to our client that may occur if our group were to complete this project:

- Certain lecturers may not use the new system as they cannot accept change
- The new system may not be engaging and influential enough on existing PDTs to increase awareness
- Lecturers may not use the system due to time constraints
- Certain PDTs may be dis-interested in the system and may not pay attention during the refresher training & possibly never reuse the system again

There are also certain dis-benefits to our client if our group is not able to complete this project. Since the new system would be incomplete, our client would be forced to remain with the current system, due to our client's lack of funding to develop a new PDT system themselves, and due to the issues addressed about the current system, our client's current situation may evolve into discouragement of tutors into becoming PDTs & perhaps the Personal Development Tutor programme developing a bad reputation.

## Expected Cost

Non-Applicable

## Major Risks

PDT programme discredit:

If our team were not to take on this project, one potential risk to the client is that, due to the issues with the current system, without a new system to better train Personal

Development Tutors, student awareness of the PDT programme may not increase, or the PDT programme may begin to develop a bad reputation, therefore, students may not want to contact their PDTs, believing them to be unreliable or unhelpful, possibly hindering students' experience at the University.

#### Lack of funding:

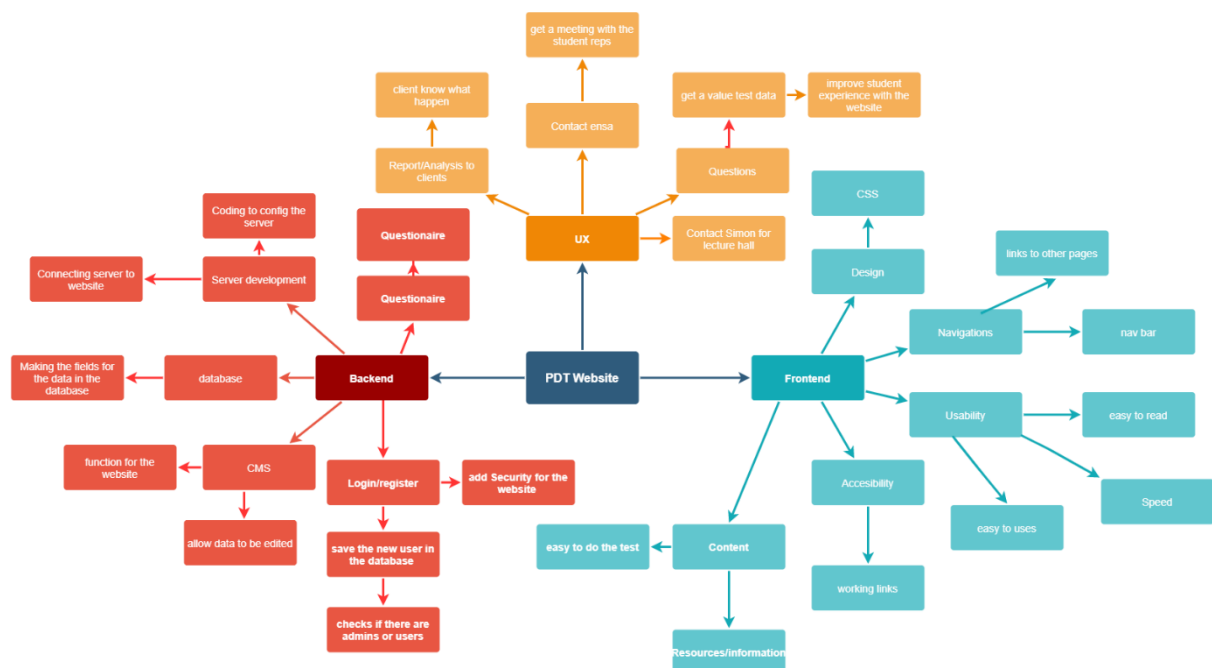
Another risk to our client is due to the fact that our client lacks the funding and time to develop the desired system themselves. If our team were not to take on this project, our client would still be lacking in both these areas and would most likely never be able to develop the new system.

#### Discouragement of future PDTs:

Another risk to our client if our team were not to take on this project would be that, due to the issues with the current system, tutors may begin to think that the role of a Personal Development Tutor is a burden or a hinderance, and may be put off becoming a PDT.

## Configuration Map

### MindMap



## MoSCoW

<p><b>Must have:</b></p> <ul style="list-style-type: none"><li>- Interactive, easy to use and visually appealing website</li><li>- Requirements analysis</li><li>- Easy to use content management system implemented</li><li>- Database for questionnaire</li><li>- Multiple choice test on website</li><li>- Evaluation of the User Experience and effectiveness of the website</li></ul>	<p><b>Should have:</b></p> <ul style="list-style-type: none"><li>- System to monitor engagement with the training system.</li><li>- Instant feedback system which links to resources.</li><li>- Analysis of current resources.</li></ul>
<p><b>Could have:</b></p> <ul style="list-style-type: none"><li>- Centralised login system with current Uni Resources</li><li>- Content of the questionnaire(non dummy content)</li></ul>	<p><b>Won't have:</b></p>



# Schedule Model

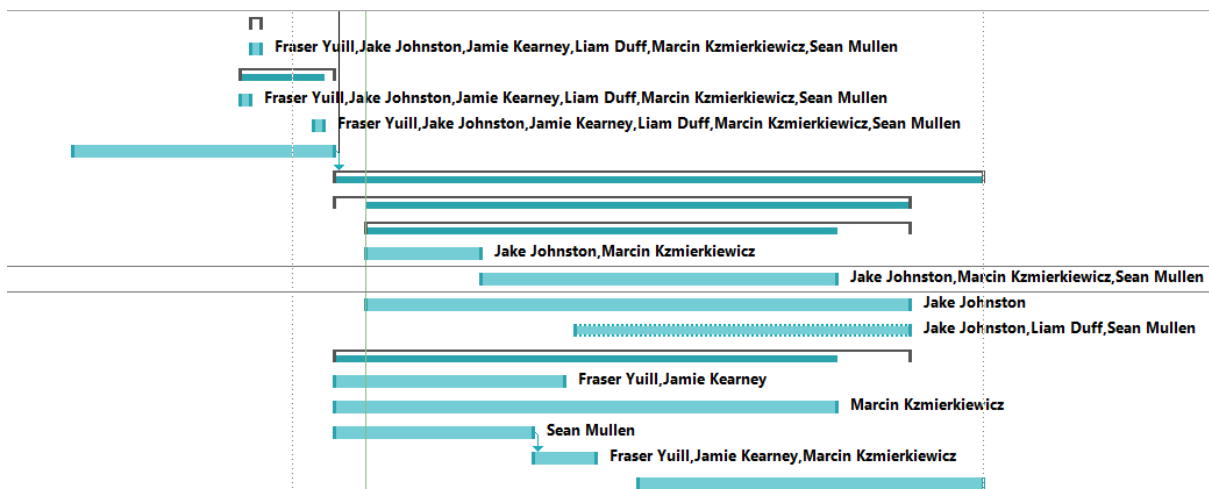
## Schedule Model Plan

Task Name	Duration	Start	Finish	Priority	Resource Names	20	09 Mar '20	16 Mar '20	23 Mar '20	30 Mar '20
Client Meetings	1 day	Thu 30/01/20	Thu 30/01/20							
Client meeting week 3	1 day	Thu 30/01/20	Thu 30/01/20		Fraser Yuill, Jake Johnston, Jamie Ke					
Sponsor Meetings	7 days	Wed 29/01/20	Thu 06/02/20							
Sponsor Meeting Week 3	1 day	Wed 29/01/20	Wed 29/01/20		Fraser Yuill, Jake Johnston, Jamie Ke					
Sponsor Meeting Week 4	1 day	Wed 05/02/20	Wed 05/02/20		Fraser Yuill, Jake Johnston, Jamie Ke					
Planning Stage Milestone	19 days	Mon 13/01/20	Thu 06/02/20							
Developing	44 days?	Fri 07/02/20	Wed 08/04/20	1,9						
Backend	39 days	Fri 07/02/20	Wed 01/04/20		Jake Johnston, Liam Duff, Sean Mul					
Programming	38 days	Mon 10/02/20	Wed 01/04/20		Jake Johnston, Liam Duff, Sean Mul					
Login System	9 days	Mon 10/02/20	Thu 20/02/20		Jake Johnston, Marcin Kzmierkiewicz					
Database	24 days	Fri 21/02/20	Wed 25/03/20		Jake Johnston, Marcin Kzmierkiewicz					
Security Audit	38 days	Mon 10/02/20	Wed 01/04/20		Jake Johnston					
Testing	24 days	Sun 01/03/20	Wed 01/04/20		Jake Johnston, Liam Duff, Sean Mullen					
Frontend	39 days?	Fri 07/02/20	Wed 01/04/20		Marcin Kzmierkiewicz, Fraser Yuill,					
UX	16 days	Fri 07/02/20	Fri 28/02/20		Fraser Yuill, Jamie Kearney					
Website Structure	34 days	Fri 07/02/20	Wed 25/03/20		Marcin Kzmierkiewicz					
Interactive Design	13 days	Fri 07/02/20	Tue 25/02/20		Sean Mullen					
Testing	4 days	Wed 26/02/20	Mon 02/03/20	20	Fraser Yuill, Jamie Kearney, Marcin Kzmierkiewicz					
Developing Stage Milestone	24 days	Sat 07/03/20	Wed 08/04/20							

## Schedule Plan

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
🚩	Client Meetings	1 day	Thu 30/01/20	Thu 30/01/20		
🚩	Client meeting week 3	1 day	Thu 30/01/20	Thu 30/01/20		Fraser Yuill, Jake Johnston, Jamie Kearney, Liam Duff, Marcin Kzmierkiewicz, Sean Mullen
🚩	Sponsor Meetings	7 days	Wed 29/01/20	Thu 06/02/20		
🚩	Sponsor Meeting Week 3	1 day	Wed 29/01/20	Wed 29/01/20		Fraser Yuill, Jake Johnston, Jamie Kearney, Liam Duff, Marcin Kzmierkiewicz, Sean Mullen
🚩	Sponsor Meeting Week 4	1 day	Wed 05/02/20	Wed 05/02/20		Fraser Yuill, Jake Johnston, Jamie Kearney, Liam Duff, Marcin Kzmierkiewicz, Sean Mullen
🚩	Planning Stage Milestone	19 days	Mon 13/01/20	Thu 06/02/20		
🚩	Developing	44 days?	Fri 07/02/20	Wed 08/04/20	1,9	
🚩	Backend	39 days	Fri 07/02/20	Wed 01/04/20		Jake Johnston, Liam Duff, Sean Mullen
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## Schedule Chart



# Ric Register

	A	B	C	D	E	F	G	H	I
1	ID	Description	Type	Date Identified	Impact	Probability	Importance	Response	Owner
2	1	A group member falling ill/not turning up to group meeting	Risk	16/01/2020	100	High	65	Request that the team member explains why they didn't show up or how badly ill they are.	Jamie Kearney
3	2	Data Loss	Risk	23/01/2020	300	Low	90	Create backups of all important information including any info given to us and ain info we create.	Jamie Kearney
4	3	Hardware/software failure	Risk	23/01/2020	300	Low	90	Use other machine and/or use facilities at Napier.	Jamie Kearney
5	4	Dismissal of team member	Risk	30/01/2020	400	Very Low	40	Make sure that all team members are working equally and efficiently and make sure to consider and keep record of any and all complaints by any member. If a member is dismissed then change around the planned strategy to adapt to their loss.	Jamie Kearney
6	5	Loss of confidential information	Risk	30/01/2020	400	Low	120	Create a sort of failsafe that will insure that the confidential information is not misplaced.	Jamie Kearney
7									

# Client Approval Confirmation



## Client sign-off

Edinburgh Napier University Personal Development  
Tutor Training Website

### Documents checked

- Project summary
- Business case
- Configuration map
- Schedule model

I confirm that the content of the project management documents listed above provides an accurate and adequate specification of the project requirements

Signed:

*Simon Power*

Date: 07/02/2020